

Trunk room appointments will end 5:00 p.m. FRIDAY, MAY 12

ALL ITEMS MUST BE REMOVED!

- Before May 12th, please schedule a time with your CAs to remove the items currently in truck room storage
- Trunk rooms will be unlocked and remain open (24/7) from 5 p.m. on Friday, May 12 thru 8 a.m. on Monday, May 15.
- All items remaining in the trunk rooms after 8 a.m. Monday, May 15 are removed and taken to either the residence hall dumpsters or hall lounges (donating location).

SUMMER STORAGE (through C&K Storage) FOR STUDENTS RETURNING TO CAMPUS FOR THE FALL '17 BEGINS THURSDAY, MAY 18

1. College trunk room storage is available for personal items placed in plastic totes with lids and similar enclosed containers. Trunk rooms are located in most (but not all) residence halls.
2. Summer storage is not available in campus houses. Students living in campus houses must use residence hall trunk rooms.
3. Belongings are accepted by C&K during posted hours. Cost of storage is paid by the student IN CASH directly to C&K Storage. (Price ranges from \$5 to \$12 per storage tote based on size.)
4. Storage containers should be closed securely and clearly labeled with the student's first and last name on both the top and side. Cardboard boxes will not be accepted.
5. C&K will tag your belongings. Additional charges will be added for large/oversize totes. Storage costs must be paid when leaving belongs with C&K. Large items must go on the large items truck
6. Students who do not return to campus in the fall must contact C&K Storage regarding extended storage, retrieval, or disposal of belongings (641-236-3418).

OFF SITE SUMMER STORAGE
(located at C&K and is
available for
BICYCLES, FURNITURE, & LARGE,
BULKY OR HEAVY ITEMS)

Please note that
PAYMENT IS REQUIRED TO C&K STORAGE
AT THE TIME OF DROPOFF—CASH ONLY!

DROP OFF TIME FOR LARGE ITEMS:

4:00 – 7:00 p.m. (both locations)
-Haines/James driveway
-Gates Tower (west side)

Thursday, May 18

ATTN: FALL 17 EARLY ARRIVAL STUDENTS!!!

C&K Storage will NOT open the trunk rooms until the official beginning of the fall semester. If you plan on storing items that you will need as soon as you arrive back on campus in the fall, you will need to take those items to the C&K location or arrange a pick up time for an additional fee.

Please call C&K at (641.236.3418) to arrange a pick up time. If you wish to take your items there and avoid the additional fee, they are located in town at 127 East St South and you may drop off in person.

Again, you will NOT have access to the trunk rooms if you arrive early to campus in the fall. You should NOT store items you will need immediately in the trunk rooms. For immediate access to your belongings upon your early return, you will need to store them at the C&K location NOT on campus.

STORAGE PROCEDURES FOR STUDENTS ON FALL '17 ACADEMIC LEAVE

Students on academic leave during the fall semester may store their belongings from May (closing) until January (beginning of spring term).

TWO OPTIONS ARE LISTED BELOW – READ CAREFULLY!

OPTION 1: OFF SITE C&K STORAGE (South East St., Grinnell)

Students sponsored for early arrival in January (for athletics, etc.) may want to access their stored items BEFORE Monday, January 20, 2018. If so, your items must be stored with C&K on-site NOT in the trunk rooms. Please contact C&K Storage (641-236-3418) to schedule a time to drop off your long term storage items, or to arrange C&K to pick up your items for a fee.

OPTION 2: LONG-TERM STORAGE (Truck parked near the corner of 8th Ave. & East St.)

Long-Term Storage is managed by C&K and will be open to students the Monday following opening (January 20). Medium size plastic totes with lids and similar enclosed containers of personal belongings are accepted.

- No storage is available in campus houses.
- Belongings are accepted during the hours indicated below. Cost of storage is paid by the student directly to C&K Storage. Contact C&K for storage / insurance costs (641-236-3418).
- Plastic totes/containers must be closed securely and clearly labeled with your name. Cardboard boxes will not be accepted.
- C&K will tag your belongings. Additional charges will be added for large/oversize totes. Storage costs must be paid when items are tagged.
- Students who do not return to campus in the spring must contact C&K Storage regarding extended storage, retrieval, or disposal of belongings (641-236-3418).

LONG-TERM STORAGE SCHEDULE (TRUCK PARKED NEAR 8th AVENUE & EAST STREET CORNER)

THURSDAY	MAY 18	2:15 p.m. – 3:15 p.m.
FRIDAY	MAY 19	2:15 p.m. – 3:15 a.m.
SATURDAY	MAY 20	2:30 p.m. – 3:30 p.m.
SUNDAY	MAY 21	3:45 p.m. – 4:45 p.m.

FULL YEAR STUDY ABROAD:

**STUDENTS STUDYING ABROAD THE FULL YEAR MUST STORE THEIR ITEMS
WITH C&K STORAGE—SEE OPTION 1 ABOVE.**

TRASH AND RECYCLING

REMOVAL

- On Monday May 15, trash and recycling cans are removed from the residence halls and replaced with dumpsters for easy access and disposal outside of the residence halls.
- Students are responsible for taking their own trash to a nearby dumpster.
- If trash is not disposed of properly, year-end fines will be assessed to individuals or the hall community (\$50 per bag).
- Donatable items (i.e clothing, furniture, appliances, etc) can be place in first floor lounges of your res hall (Kershaw, Rathje, and Rose—you will use first floor recycling rooms). College-owned can leave in their shared living areas.

Community fines are assessed for any trash left in hallways, lounges, stairwells, or other public areas within the residence halls and houses. Individual fines are assessed for trash left in student rooms.

MOVE OUT DEADLINES

1st, 2nd, & 3rd YEAR STUDENTS

must be completely moved out by
5 p.m. -- MONDAY, MAY 22



GRADUATING SENIORS



must be completely moved out by
12 NOON -- TUESDAY, MAY 23

**\$100 FEE (PER DAY) FOR FAILURE TO
MEET MOVE OUT DEADLINE**

END OF THE YEAR CHECKLIST

- ☐ Claim all belongings stored in your residence hall trunk room before **5 p.m. on FRIDAY, MAY 12.**
- ☐ Prepare for checkout. If you plan to complete a formal check out with your RLC or CA, make sure to sign up early for a checkout time (see details about checkout options below).
- ☐ **DONATE / RECYCLE** when possible. *See postings for details.*
- ☐ Refer to postings for important closing information about summer trunk room storage dates, times, and locations
- ☐ Be sure all College-owned student room furniture is present and set up in your room.
To avoid fees, remember to:
 - Remove bed risers
 - Hang closet curtain (if removed)
 - Leave your college issued mattress cover on your mattress or in your room
- ☐ Take your bicycle with you when you leave OR store it with C&K. If you do not, it will be donated.
- ☐ Sweep your floor and remove all garbage from your room, but do NOT sweep debris or leave trash bags in the hallway. Your community will be charged for trash left in the hallways.
- ☐ Take ALL garbage (from rooms and hallways) directly to a dumpster.
Clean-up fines may be assessed to students if garbage and other items are not removed from rooms and hallways (\$50 per bag of trash).
- ☐ If you have rented items from Bedloft, please leave them in the room (make sure your microfridge unit is clean!). If you have rented items provided by another company, please contact them directly about haul away options.
- ☐ **Complete Your Check Out!**
Formal Checkout – You can stop by your RLC's office to sign up for a formal checkout (business hours are Monday-Friday 8 a.m. – 5 p.m.) or you can sign-up for a formal checkout time with your CA via the schedule posted outside of their room. Formal checkout provides an opportunity for you to be present as your RLC or CA checks your room for damages. You will turn in your key to your RLC or CA at the end of the formal check out process. You must be **completely moved out** of your room by the time of your checkout appointment in order to complete a formal checkout. Failure to be ready by your formal checkout time will result in a default informal checkout.
Informal Checkout - When you are completely moved out of your room, stop by the RLC office to pick up a key envelope. Legibly mark the envelope with your first & last name, building, key code (code engraved on the face of your key), and room number. Please return your key to the key boxes outside your RLC's Office.

PLEASE NOTE: Students choosing the informal checkout option forfeit their opportunity to appeal damage and/or cleaning charges or if their key is not accounted for following closing.)